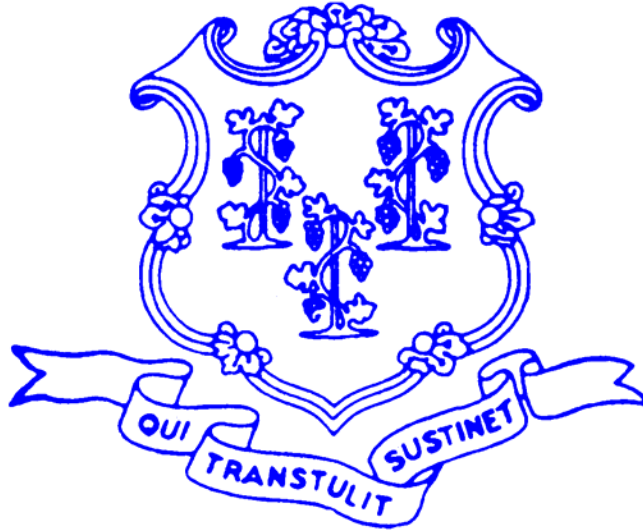


# State of Connecticut Building Code Enforcement



## Licensure Application Through The Examination Process

Department of Public Safety  
Division of Fire, Emergency & Building Services  
Office of State Building Inspector  
Office of Education & Data Management  
1111 Country Club Road  
Middletown, Connecticut 06457

TELEPHONE: (860) 685-8912 / 8330

FAX: (860) 685-8611

WEBSITE: [www.ct.gov/dps](http://www.ct.gov/dps)



**STATE OF CONNECTICUT**  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

**TO:** Licensure Examination Applicant

**FROM:** Office of the State Building Inspector  
Office of Education and Data Management

**SUBJECT:** *Building Code Enforcement Licensure* Application

This information has been developed by the **Department of Public Safety, Division of Fire, Emergency and Building Services, Office of the State Building Inspector and the Office of Education and Data Management**, to provide definitions, application and regulations for building code enforcement licensure.

This application package includes:

1. An Application for Building Code Enforcement Licensure
2. Information on minimum qualifications for building code enforcement licensure
3. Information on Examination Dates and Application Deadlines

Please type or print clearly and complete the application in its entirety. Any missing information may result in delays or prevent admittance to exam. Mail or Fax only the completed six-page *Application for Building Code Enforcement Licensure* and any required documentation to:

**Office of Education and Data Management, 3-C**  
1111 Country Club Road  
Middletown, CT 06457 - 2389  
**Attention: BCEO Licensure Application**

**FAX: (860) 685-8611**

If there are any questions, please contact the Office of Education and Data Management at (860) 685-8912 / 8330.



**STATE OF CONNECTICUT**  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

**Building Code Enforcement Licensure**

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# **Section I.**

## **Introduction**

### **Overview of the Building Code Enforcement Licensure**

#### **Introduction**

The Office of Education & Data Management in cooperation with the Office of the State Building Inspector is responsible for the administration of the Building Code Official Licensure. This includes the administration of the licensure examination process for Building Officials, Assistant Building Officials and all other classifications of building code enforcement licensure.

The following licensure information and application are provided to assist individuals interested in becoming licensed under one of the nine classifications for building code licensure in the State of Connecticut.

#### **Overview of Building Code Enforcement Licensure:**

The requirements for Building Code Enforcement Licensure are established under the Connecticut General Statutes and the Department of Public Safety's Administrative Regulations. For additional information please reference Section IV.

#### **Overview of Building Code Enforcement Licensure Examination Process:**

For individuals who have experience with the code and/or feel they have a good understanding of the code process and meet the minimum requirements, Licensure Exams are scheduled four times a year.

Individuals should fill in the enclosed application making sure to check the Licensure Category box and submit the application to the Office of Education and Data Management prior to the application deadline date in order to be considered for that licensure exam.

## Section II.

### Application for Building Code Enforcement Licensure

Application Form

**Before completing the Application, please read and review Connecticut's *Administrative Regulations regarding the Licensure of Building Officials, Section 29-262-1b through Sections 29-262-11b*, located in Section IV of this package for the minimum qualifications necessary for each class of licensure.**

*Your six-page application will be reviewed for compliance to the minimum qualifications. After the review, you will receive a letter of acceptance to sit for the examination OR a letter of denial due to non-compliance to the minimum qualifications.*

CT DEPARTMENT OF PUBLIC SAFETY  
 OFFICE OF EDUCATION AND DATA MANAGEMENT, 3-C  
 BCEO LICENSURE APPLICATION SECTION  
 1111 COUNTRY CLUB RD.  
 MIDDLETOWN, CT 06457

TELEPHONE: (860) 685-8912 / 8330

FAX: (860) 685-8611

WEBSITE: [www.ct.gov/dps](http://www.ct.gov/dps)

FOR OFFICE USE ONLY

## APPLICATION FOR BUILDING CODE ENFORCEMENT LICENSURE THROUGH THE LICENSURE EXAMINATION PROCESS

PLEASE TYPE OR PRINT CLEARLY. COMPLETE APPLICATION IN ITS ENTIRETY. ANY MISSING INFORMATION MAY RESULT IN DELAYS AND DENIAL OF ADMITTANCE TO EXAM. RETURN COMPLETED APPLICATION TO THE ABOVE ADDRESS.

|                                     |  |             |                  |
|-------------------------------------|--|-------------|------------------|
| APPLICANT'S LEGAL LAST NAME         | FIRST NAME   | MIDDLE NAME | APPLICATION DATE |
| MAILING ADDRESS                     | TOWN   | STATE       | ZIP CODE         |
| *SOCIAL SECURITY NUMBER (SEE BELOW) | <b><u>DAY</u> PHONE NUMBER / EXTENSION</b>             |             |                  |
| WORK PHONE NUMBER / EXTENSION       | CELL PHONE / PAGER NUMBER                              |             |                  |
| HOME PHONE NUMBER                   | E – MAIL ADDRESS - <i>Please type or print clearly</i> |             |                  |

\* Pursuant to federal law, you are not required to disclose your social security number. However, the Office of Education and Data Management utilizes social security numbers as unique sources of identification. Should you decide to provide your social security number, it will be used for identification purposes only, including the recording and retrieval of information relative to the accumulation of continuing education credits.

### LICENSURE EXAMINATION APPLYING FOR: (Check only one per Application)

☐ BUILDING OFFICIAL

☐ **PROVISIONAL BUILDING OFFICIAL** Check here only if you are to be appointed as a **Provisional** Building Official. Attach a letter from the appointing authority stating the date to be appointed as "Provisional Building Official."

☐ ASSISTANT BUILDING OFFICIAL

☐ MECHANICAL INSPECTOR (Includes Plumbing, Heating & Cooling)

☐ RESIDENTIAL BUILDING INSPECTOR

☐ ELECTRICAL INSPECTOR

☐ PLAN REVIEW TECHNICIAN

☐ PLUMBING INSPECTOR

☐ HEATING AND COOLING INSPECTOR

☐ CONSTRUCTION INSPECTOR

**EDUCATIONAL BACKGROUND**

List in this order: High school, college, graduate school, and non-credit, code related courses.

|                        |  |      |                           |          |
|------------------------|--|------|---------------------------|----------|
| <b>HIGH<br/>SCHOOL</b> | NAME OF HIGH SCHOOL  |      |                           |          |
|                        | ADDRESS  | TOWN | STATE                     | ZIP CODE |
|                        | DATES ATTENDED FROM  |      | TO                        |          |
|                        | DATE SUCCESSFULLY COMPLETED  |      | DEGREE/CERTIFICATE EARNED |          |
|                        | IF VOCATIONAL /TECHNICAL SCHOOL, NAME THE DISCIPLINE (i.e. PLUMBING, ELECTRICAL) |      |                           |          |

|                |                             |      |  |          |
|----------------|-----------------------------|------|--|----------|
| <b>COLLEGE</b> | NAME OF COLLEGE             |      |  |          |
|                | ADDRESS                     | TOWN | STATE  | ZIP CODE |
|                | DATES ATTENDED FROM         |      | TO   |          |
|                | DATE SUCCESSFULLY COMPLETED |      | DEGREE/CERTIFICATE EARNED (EXAMPLE: CIVIL ENGINEERING) |          |

|                            |                             |      |                           |          |
|----------------------------|-----------------------------|------|---------------------------|----------|
| <b>GRADUATE<br/>SCHOOL</b> | NAME OF GRADUATE SCHOOL     |      |                           |          |
|                            | ADDRESS                     | TOWN | STATE                     | ZIP CODE |
|                            | DATES ATTENDED FROM         |      | TO                        |          |
|                            | DATE SUCCESSFULLY COMPLETED |      | DEGREE/CERTIFICATE EARNED |          |

|                                    |                             |      |  |          |
|------------------------------------|-----------------------------|------|--|----------|
| <b>CODE<br/>RELATED<br/>COURSE</b> | NAME OF SCHOOL              |      |  |          |
|                                    | ADDRESS                     | TOWN | STATE  | ZIP CODE |
|                                    | DATES ATTENDED FROM         |      | TO   |          |
|                                    | DATE SUCCESSFULLY COMPLETED |      | DEGREE/CERTIFICATE EARNED (EXAMPLE: CARPENTRY) |          |

|                                    |                             |      |  |          |
|------------------------------------|-----------------------------|------|--|----------|
| <b>CODE<br/>RELATED<br/>COURSE</b> | NAME OF SCHOOL              |      |  |          |
|                                    | ADDRESS                     | TOWN | STATE  | ZIP CODE |
|                                    | DATES ATTENDED FROM         |      | TO   |          |
|                                    | DATE SUCCESSFULLY COMPLETED |      | DEGREE/CERTIFICATE EARNED (EXAMPLE: CARPENTRY) |          |

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**CURRENT CERTIFICATION/LICENSE**

Complete the following if you are currently licensed by this office or registered, licensed or certified as an Architect, Engineer, Contractor, Electrical, HVAC, Plumbing, etc..

**A copy of your license(s) must be attached to the Application.**

|                             |                        |
|-----------------------------|------------------------|
| TYPE OF LICENSE/CERTIFICATE | NUMBER                 |
| STATE                       | DATE WHEN FIRST ISSUED |

|                             |                        |
|-----------------------------|------------------------|
| TYPE OF LICENSE/CERTIFICATE | NUMBER                 |
| STATE                       | DATE WHEN FIRST ISSUED |

|                             |                        |
|-----------------------------|------------------------|
| TYPE OF LICENSE/CERTIFICATE | NUMBER                 |
| STATE                       | DATE WHEN FIRST ISSUED |

|   |                         |
|---|-------------------------|
| HAS LICENSE/CERTIFICATION EVER BEEN SUSPENDED OR REVOKED? <input type="checkbox"/> NO <input type="checkbox"/> YES* |                         |
| *IF YES: COMPLETE THE FOLLOWING:  |                         |
| TYPE OF LICENSE/CERTIFICATE   | NUMBER                  |
| STATE   | DATE SUSPENDED/REVOKED: |
| IF YES, PLEASE SUPPLY SPECIFIC REASONS:   |                         |
| _____   |                         |
| _____   |                         |
| _____   |                         |
| _____   |                         |

**BUILDING CONSTRUCTION RELATED AFFILIATIONS**

List below organizations, committees, associations, etc., in which you have participated.

|  |   |
|--|---|
| NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION | DATES (MO/YR)<br>FROM                      TO |
| PRINCIPAL ACTIVITIES                         |   |
| OFFICE HELD                                  |   |

|  |   |
|--|---|
| NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION | DATES (MO/YR)<br>FROM                      TO |
| PRINCIPAL ACTIVITIES                         |   |
| OFFICE HELD                                  |   |

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.



**TECHNICAL EXPERIENCE**

List all FULL TIME and PART TIME positions held over the last ten years in chronological order with the most recent first. If PART TIME, indicate hours worked.

|  |                |                                       |       |          |
|--|----------------|---------------------------------------|-------|----------|
| 1. OFFICIAL JOB TITLE  |                | DATES OF EMPLOYMENT(MO/YR)<br>FROM TO |       |          |
| WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION<br><input type="checkbox"/> OTHER (SPECIFY): |                |                                       |       |          |
| HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:   |                |                                       |       |          |
| EMPLOYER'S BUSINESS NAME   | STREET ADDRESS | TOWN                                  | STATE | ZIP CODE |
| TYPE OF BUSINESS   |                | EMPLOYER'S TELEPHONE NUMBER           |       |          |
| NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)  |                | SUPERVISOR'S TELEPHONE NUMBER         |       |          |
| IMMEDIATE SUPERVISOR'S ADDRESS   |                | TOWN                                  | STATE | ZIP CODE |
| DESCRIBE DUTIES PERFORMED BY YOU - <b><u>IN DETAIL</u></b>   |                |                                       |       |          |
|  |                |                                       |       |          |
|  |                |                                       |       |          |
|  |                |                                       |       |          |
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|  |                |                                       |       |          |
|  |                |                                       |       |          |

|  |                |                                       |       |          |
|--|----------------|---------------------------------------|-------|----------|
| 2. OFFICIAL JOB TITLE  |                | DATES OF EMPLOYMENT(MO/YR)<br>FROM TO |       |          |
| WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION<br><input type="checkbox"/> OTHER (SPECIFY): |                |                                       |       |          |
| HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:   |                |                                       |       |          |
| EMPLOYER'S BUSINESS NAME   | STREET ADDRESS | TOWN                                  | STATE | ZIP CODE |
| TYPE OF BUSINESS   |                | EMPLOYER'S TELEPHONE NUMBER           |       |          |
| NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)  |                | SUPERVISOR'S TELEPHONE NUMBER         |       |          |
| IMMEDIATE SUPERVISOR'S ADDRESS   |                | TOWN                                  | STATE | ZIP CODE |
| DESCRIBE DUTIES PERFORMED BY YOU - <b><u>IN DETAIL</u></b>   |                |                                       |       |          |
|  |                |                                       |       |          |
|  |                |                                       |       |          |
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|  |                |                                       |       |          |
|  |                |                                       |       |          |
|  |                |                                       |       |          |

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**TECHNICAL EXPERIENCE**

List all **FULL TIME** and **PART TIME** positions held over the last ten years in chronological order with the most recent first. If **PART TIME**, indicate hours worked.

|   |                |                                       |       |          |
|---|----------------|---------------------------------------|-------|----------|
| 3. OFFICIAL JOB TITLE   |                | DATES OF EMPLOYMENT(MO/YR)<br>FROM TO |       |          |
| WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION<br><input type="checkbox"/> OTHER (SPECIFY): |                |                                       |       |          |
| HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:   |                |                                       |       |          |
| EMPLOYER'S BUSINESS NAME  | STREET ADDRESS | TOWN                                  | STATE | ZIP CODE |
| TYPE OF BUSINESS  |                | EMPLOYER'S TELEPHONE NUMBER           |       |          |
| NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)   |                | SUPERVISOR'S TELEPHONE NUMBER         |       |          |
| IMMEDIATE SUPERVISOR'S ADDRESS  |                | TOWN                                  | STATE | ZIP CODE |
| DESCRIBE DUTIES PERFORMED BY YOU – <b><u>IN DETAIL</u></b>  |                |                                       |       |          |
|   |                |                                       |       |          |
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|   |                |                                       |       |          |
|   |                |                                       |       |          |

|   |                |                                       |       |          |
|---|----------------|---------------------------------------|-------|----------|
| 4. OFFICIAL JOB TITLE   |                | DATES OF EMPLOYMENT(MO/YR)<br>FROM TO |       |          |
| WORK <b>YOU</b> PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION<br><input type="checkbox"/> OTHER (SPECIFY): |                |                                       |       |          |
| HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME    IF PART TIME, NUMBER HOURS WORKED PER WEEK:   |                |                                       |       |          |
| EMPLOYER'S BUSINESS NAME  | STREET ADDRESS | TOWN                                  | STATE | ZIP CODE |
| TYPE OF BUSINESS  |                | EMPLOYER'S TELEPHONE NUMBER           |       |          |
| NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)   |                | SUPERVISOR'S TELEPHONE NUMBER         |       |          |
| IMMEDIATE SUPERVISOR'S ADDRESS  |                | TOWN                                  | STATE | ZIP CODE |
| DESCRIBE DUTIES PERFORMED BY YOU – <b><u>IN DETAIL</u></b>  |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |
|   |                |                                       |       |          |

NOTE: USE ADDITIONAL SHEETS IF NECESSARY.

**REFERENCES**

**List the names of three (3) persons familiar with your educational background and/or experience and who are associated with the construction industry and are not related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.**

|  |      |                  |          |
|--|------|------------------|----------|
| NAME   |      | TELEPHONE NUMBER |          |
| ADDRESS  | TOWN | STATE            | ZIP CODE |
| RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY) |      |                  |          |

|  |      |                  |          |
|--|------|------------------|----------|
| NAME   |      | TELEPHONE NUMBER |          |
| ADDRESS  | TOWN | STATE            | ZIP CODE |
| RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY) |      |                  |          |

|  |      |                  |          |
|--|------|------------------|----------|
| NAME   |      | TELEPHONE NUMBER |          |
| ADDRESS  | TOWN | STATE            | ZIP CODE |
| RELATION TO APPLICANT: <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY) |      |                  |          |

**AFFIDAVIT**

I certify that, to the best of my knowledge and belief, the foregoing statements are true and made in good faith.

---

 Applicant's Signature

---

 Date

## Section III.

### Application and Registration Deadline

#### BUILDING CODE ENFORCEMENT LICENSURE APPLICATION DEADLINE AND EXAMINATION SCHEDULE FOR 2006 - 2007

| <u>APPLICATION DEADLINE</u> |     |      | <u>EXAMINATION DATE</u> |          |          |
|-----------------------------|-----|------|-------------------------|----------|----------|
| July                        | 27, | 2006 | . . . . .               | August   | 17, 2006 |
| October                     | 12, | 2006 | . . . . .               | November | 2, 2006  |
| January                     | 11, | 2007 | . . . . .               | February | 1, 2007  |
| April                       | 12, | 2007 | . . . . .               | May      | 3, 2007  |
| July                        | 26, | 2007 | . . . . .               | August   | 16, 2007 |
| October                     | 11, | 2007 | . . . . .               | November | 1, 2007  |

Contact the Office of Education and Data Management to determine the appropriate procedure to follow when re-scheduling an examination.

If there are any questions, please contact the Office of Education and Data Management at:  
(860) 685-8912 OR (860) 685-8330.

## **Section IV.**

### **Statutory and Regulatory Requirements**

Connecticut General Statutes – Section 29-261  
Qualifications for Building Officials and Assistant Building Officials  
Administrative Regulations – Sections 29-262-1b through 29-262-11b  
Licensure of Building Officials

**Connecticut General Statutes – Section 29-261**  
**Qualifications for**  
**Building Officials and Assistant Building Officials**

Section 29-261, of the Connecticut General Statutes, pertains to the **minimum qualifications** of building officials and assistant building officials. The following excerpt of the statute is provided for your convenience.

**Sec. 29-261. (Formerly Sec. 19-397). Qualifications of building officials and assistant building officials. Powers and duties.** (a) The **building official**, to be eligible for appointment, shall have had at least **five years' experience** in construction, design or supervision, and, **assistant building officials** shall have had at **least three years' experience** in construction, design or supervision, or equivalent experience as determined by the Commissioner of Public Safety. They shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262.

*(Effective October 1, 2002)*

## DEPARTMENT OF PUBLIC SAFETY

### REGULATIONS REGARDING BUILDING OFFICIAL LICENSURE

#### **Sec. 29-262-1b. Classes of licensure**

The classes of licensure are as follows:

- (1) Building official;
- (2) Assistant building official;
- (3) Residential building inspector;
- (4) Plan review technician;
- (5) Mechanical inspector;
- (6) Electrical inspector;
- (7) Plumbing inspector;
- (8) Heating and cooling inspector; and
- (9) Construction inspector.

*(Effective March 27, 2003)*

#### **Sec. 29-262-2b. Building official duties, minimum qualifications and continuing education requirement**

- (a) The duties and minimum qualifications of a building official are as set forth in section 29-261 of the Connecticut General Statutes.
- (b) Continuing education requirements applicable to a building official are as set forth in subsection (b) of section 29-262 of the Connecticut General Statutes.

*(Effective March 27, 2003)*

**Sec. 29-262-3b. Provisional building official appointments**

- (a) The duties of a provisional building official are as set forth in subsection (a) of section 29-262 of the Connecticut General Statutes.
- (b) The minimum qualifications that shall be demonstrated prior to appointment as a provisional building official are as follows:
- (1) The appointee shall have had at least five years of experience in construction, design or supervision;
  - (2) The appointee shall be generally informed regarding the quality and strength of building materials;
  - (3) The appointee shall be generally informed regarding the accepted requirements of building construction;
  - (4) The appointee shall be generally informed regarding the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically handicapped;
  - (5) The appointee shall be generally informed regarding good practice in fire prevention;
  - (6) The appointee shall be generally informed regarding the accepted requirements for light and ventilation;
  - (7) The appointee shall be generally informed regarding the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants; and
  - (8) Prior to appointment, a candidate shall have filed an application for licensure as a building official with the state building inspector.
- (c) Not later than ninety (90) days after appointment as a provisional building official, such provisional building official shall have passed the state test for licensure as a building official. In the event that a provisional building official does not become licensed as a building official within the ninety (90) days after appointment as a provisional building official, the provisional appointment shall lapse and the appointee shall be ineligible for reappointment as a provisional building official by the original appointing authority.

*(Effective March 27, 2003)*

**Sec. 29-262-4b. Assistant building official duties and minimum qualifications**

The duties and minimum qualifications of an assistant building official are as set forth in subsection (a) of section 29-261 of the Connecticut General Statutes.

*(Effective March 27, 2003)*



**Sec. 29-262-5b. Residential building inspector - minimum qualifications**

- (b) The minimum qualifications of a residential building inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses;
  - (3) Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
  - (4) Demonstration of the following:
    - (A) Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures;
    - (B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
    - (C) Ability to express oneself clearly and concisely both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-6b. Plan review technician - minimum qualifications**

- (b) The minimum qualifications of a plan review technician are as follows:
- (1) Completion of high school, vocational school or the equivalent ;
  - (2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other regulations;
    - (B) Ability to read and interpret plans and specifications;
    - (C) Knowledge of building construction materials and the principles, practices and methods of building design;
    - (D) Ability to examine and make recommendations on plans submitted for approval; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-7b. Mechanical inspector - minimum qualifications**

- (b) The minimum qualifications of a mechanical inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of either a valid P-1 "Unlimited Contractor" or P-2 "Unlimited Journeyman" license **and** either a valid S-1 "Unlimited Contractor" or S-2 "Unlimited Journeyman" license;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations;
    - (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations;
    - (C) Ability to read and interpret plans and specifications;
    - (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-8b. Electrical inspector - minimum qualifications**

- (b) The minimum qualifications of the electrical inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid E-1 "Unlimited Contractor" license **or** an E-2 "Unlimited Journeyman" license **for not less than two (2) years**;
  - (3) Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of the methods, materials and techniques of the electrical trade;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-9b. Plumbing inspector - minimum qualifications**

- (b) The minimum qualifications of a plumbing inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid P-1 "Unlimited Contractor" license **or** a P-2 "Unlimited Journeyman" license **for a minimum of two (2) years**;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (B) Thorough knowledge of methods, materials and techniques of plumbing installations;
    - (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-10b. Heating and cooling inspector - minimum qualifications**

- (b) The minimum qualifications of a heating and cooling inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid S-1 "Unlimited Contractor" license **or** an S-2 "Unlimited Journeyman" license **for a minimum of two (2) years**;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems;
    - (C) Knowledge of steam fitting;
    - (D) Ability to read and interpret plans and specifications;
    - (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations; and
    - (F) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

**Sec. 29-262-11b. Construction inspector - minimum qualifications**

- (b) The minimum qualifications of a construction inspector are as follows:
- (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of three (3) years of experience in building construction; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of the materials, methods and techniques used in building construction;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to read and interpret plans and specifications;
    - (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

*(Effective March 27, 2003)*

## **Section V.**

### **General Information**

Where to Obtain The State Building Code  
and Related CT General Statutes

Examination Preparation Information

Contact Information

## **WHERE TO OBTAIN RELATED CT GENERAL STATUTES**

**Connecticut General Statutes:** Chapter 390 “Architects”  
Chapter 391 “Professional Engineers and Land Surveyors”  
Chapter 396a “Interior Designer”  
Chapter 541 Part 1 “Office of Fire & Building Safety” and  
Part 1a “State Building Code”

Connecticut General Statutes are available in local libraries, from the web site [www.state.ct.us](http://www.state.ct.us) and from the Office of the Secretary of the State, 30 Trinity Street, Hartford, CT 06106, Telephone (860) 509-6200.

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## **WHERE TO OBTAIN THE 2005 STATE BUILDING CODE**

The Office of the State Building Inspector announces adoption of the 2005 State Building Code with an effective date of December 31, 2005.

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**State Building Code:** *2005 Connecticut Supplement* available by free download from DPS  
website: [www.ct.gov/dps](http://www.ct.gov/dps)

*Select:* **State Building Inspector**

*Select:* **Where to Obtain the 2005 State Building Code**

*Select:* **State Building Code: 2005 Connecticut Supplement**

The Document is 115 pages in length.

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The following model codes are adopted as the core documents of the building code:

|  |   |
|--|---|
| <b>2003</b>  | <b>International Building Code *</b>          |
| <b>2003</b>  | <b>International Residential Code *</b>       |
| <b>2003</b>  | <b>International Existing Building Code</b>   |
| <b>2003</b>  | <b>International Mechanical Code</b>          |
| <b>2003</b>  | <b>International Plumbing Code</b>            |
| <b>2003</b>  | <b>International Energy Conservation Code</b> |
| <b>ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities</b> |   |
| <b>2005</b>  | <b>National Electrical Code (NFPA-70)</b>     |

\* The International Code Council has agreed to publish Connecticut Specific Editions of the 2003 International Building, and, Residential Codes that incorporate the language of the Connecticut Supplement into the base document. This eliminates the need for concurrent use of the Connecticut Supplement for these two codes only.

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**Copies of the model code documents that comprise the 2005 State Building Code may be obtained from the following sources:**

**Only ICC Codes:**

**International Code Council**  
4051 West Flossmoor Rd.  
Country Club Hills, IL 60478-5795  
Tel: 1-888-422-7233  
Fax: 1-205-591-0775  
Web: <http://www.iccsafe.org>

**Only NFPA Codes:**

**National Fire Protection Assoc.**  
Batterymarch Park  
Quincy, MA 02269  
Tel: 1-800-344-3555  
Fax: 1-617-770-0700  
Web: <http://www.nfpa.org>

**ALL MODEL CODES ARE AVAILABLE FROM:**

**CT Building Officials Assoc.**  
c/o Mr. William Fuhrman  
174 Lakes Rd.  
Bethlehem, CT 06751  
Tel: 1-203-266-7935  
E-Mail: [cbrf@snet.net](mailto:cbrf@snet.net)  
Web: <http://cboa.govoffice.com>

**American Institute of Architects, CT Chapter**  
c/o Kay Lighthill  
87 Willow St.  
New Haven, CT 06511  
Tel: (203) 865-2195  
Web: [www.aiact.org](http://www.aiact.org)

**Construction Book Express**  
Suite 500  
30 Oser Ave.  
Hauppauge, NY 11788  
Tel: 1-800-253-0541  
Fax: 1-800-647-7233  
Web: <http://www.constructionbook.com>

**Contractor Books**  
12 Old Dock Rd.  
Yaphank, NY 11980  
Tel: 1-631-924-4800  
Fax: 1-631-924-6580  
Web: <http://www.contractor-books.com>

**Bookmark, Inc.**  
13976 Santa Fe Trail Dr.  
Lenexa, KS 66215  
Tel: 1-800-642-1288  
Fax: 1-913-894-1842  
Web: <http://www.bookmarki.com>

**Inspector Tools**  
Suite 11  
4848 Colt St.  
Ventura, CA 93003  
Tel: 1-800-895-4916  
Fax: 1-800-895-4917  
Web: <http://www.inspectortools.com/booksother.html>

**Amazon**  
Web: <http://www.amazon.com>

## Examination Preparation Information

**In preparation for the written exam,** the following classes of licensure reflect the code books, Connecticut General Statutes and referenced Standards that you are required to be familiar with.

1. **Building Official, Provisional Building Official, Assistant Building Official:** The 2003 International Building Code, 2003 International Mechanical Code, the 2003 International Plumbing Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, the 2003 International Existing Building Code, the 2005 National Electrical Code, Connecticut General Statute Chapter 390, Connecticut General Statute 541 - Part 1 and Part 1a, the 2003 ICC/ANSI Standard A117.1, and the 2005 Connecticut Supplement.
2. **Residential Building Inspector:** The 2003 International Residential Code, Connecticut General Statute Chapter 390, Connecticut General Statute 541 – Part 1 and Part 1a, and the 2005 Connecticut Supplement.
3. **Plan Review Technician:** Same as Building Official.
4. **Mechanical Inspector:** The 2003 International Building Code, the 2003 International Plumbing Code, the 2003 International Mechanical Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, the 2003 ICC/ANSI Standard A117.1, and the 2005 Connecticut Supplement.
5. **Electrical Inspector:** The 2003 International Building Code, the 2005 National Electrical Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, and the 2005 Connecticut Supplement.
6. **Plumbing Inspector:** The 2003 International Building Code, the 2003 International Plumbing Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, the 2003 ICC/ANSI Standard A117.1, and the 2005 Connecticut Supplement.
7. **Heating and Cooling Inspector:** The 2003 International Building Code, the 2003 International Mechanical Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, and the 2005 Connecticut Supplement.
8. **Construction Inspector:** The 2003 International Building Code, the 2003 International Residential Code, the 2003 International Energy Conservation Code, Connecticut General Statute Chapter 541 - Part 1 and Part 1a, the 2003 ICC/ANSI Standard A117.1, and the 2005 Connecticut Supplement.

**Code commentaries and handbooks are permitted in addition to or in lieu of the model codes. Laptop computers, notebooks, separate/loose papers are not permitted at the exam. Code books can be marked to reflect the Connecticut Supplement amendments, additions and deletions.**



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

## Contact Information

**For all application related questions please contact the Office of Education and Data Management.**

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### Office of Education and Data Management

Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST

**Mailing address**

CT Department of Public Safety

**Office of Education & Data Management, 3-C**

1111 Country Club Road

Middletown, CT 06457

**Office Telephone Number**

(860) 685-8912

(860) 685-8330

**Web Address**

<http://www.ct.gov/dps>

**Select: EDUCATION & DATA MANAGEMENT**

**Facsimile Number**

(860) 685-8611

*Electronic mail address: None Available*

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**MAIL COMPLETED APPLICATION FOR BUILDING CODE ENFORCEMENT LICENSURE, INCLUDING SUPPORT DOCUMENTS, TO:**

CT Department of Public Safety

**Office of Education and Data Management, 3-C**

1111 Country Club Road

Middletown, CT 06457

**Attention: BCEO Licensure Application**

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### Office of State Building Inspector

Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST

**Mailing address**

CT Department of Public Safety

**Office of State Building Inspector, 3-S**

1111 Country Club Road

Middletown, CT 06457

**Office Telephone Number**

(860) 685-8310

**Web Address**

<http://www.ct.gov/dps>

**Select: STATE BUILDING INSPECTOR**

**Facsimile Number**

(860) 685-8365

*Electronic mail address: None Available*

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**THESE TEST PROCEDURES ARE FOR YOUR INFORMATION ONLY.**

**IF YOU QUALIFY TO TAKE THE EXAMINATION, YOU WILL RECEIVE YOUR COPY OF TEST PROCEDURES WITH INFORMATION REGARDING TIME AND LOCATION.**

**Test Construction & Rules**

- ✓ Exams are composed of Multiple-Choice and True/False questions; see chart below for open/closed book [note: open book exams for Building Code Enforcement Officials]
- ✓ Candidates are tested only on material pertinent to their licensure or certification
- ✓ You are required to achieve a minimum overall score [Building Code Enforcement Officials also must achieve a minimum score per section] for your licensure as listed on the chart below
- ✓ At any time the exam proctors may inspect all materials brought into the exam room. Codebooks shall be free of all loose papers; *tabs and annotations are permitted; NFPA-70 Handbook and/or ICC Commentaries are permitted.*
- ✓ Codebooks and other reference materials are not supplied by the proctor; sharing of reference materials is prohibited
- ✓ Materials such as laptop computers and palm pilots are NOT permitted in the exam room; cell phones MUST be turned OFF

**Material To Bring**

- ✓ Calculators are permitted, #2 pencil must be used [Bring two]

**All Building Code Enforcement Licensure Examinees - Bring the Following**

- These documents are referenced for all classifications of Building Code Enforcement Licensures:
  - The 2005 Connecticut Supplement to the State Building Code
  - Chapters 390 and 541 of the Connecticut General Statutes [copies OK]

Depending on the classification of licensure, these are the corresponding codebooks referenced:

|          |                                     |          |   |
|----------|-------------------------------------|----------|---|
| Book #1: | 2003 International Residential Code | Book #5: | 2005 National Electric Code   |
| Book #2: | 2003 International Building Code    | Book #6: | 2003 International Energy Conservation Code                         |
| Book #3: | 2003 International Mechanical Code  | Book #7: | 2003 International Existing Building Code                           |
| Book #4: | 2003 International Plumbing Code    | Book #8: | ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities |

| Licensure Exam for:            | Reference Materials              | Test Duration | No. Questions | Min. Section Score | Min. Overall Score |
|--------------------------------|----------------------------------|---------------|---------------|--------------------|--------------------|
| Building Official              | Codebooks 1, 2, 3, 4, 5, 6, 7, 8 | 3 hrs, 40 min | 110           | 60%                | 75%                |
| Assistant Building Official    | Codebooks 1, 2, 3, 4, 5, 6, 7, 8 | 3 hrs, 20 min | 100           | 60%                | 70%                |
| Residential Building Inspector | Codebooks 1, 5                   | 2 hrs         | 60            | 60%                | 70%                |
| Plan Review Technician         | Codebooks 1, 2, 3, 4, 5, 6, 7, 8 | 2 hrs         | 60            | 60%                | 70%                |
| Mechanical Inspector           | Codebooks 1, 2, 3, 4, 6, 8       | 2 hrs         | 60            | 60%                | 70%                |
| Electrical Inspector           | Codebooks 1, 2, 5, 6             | 2 hrs         | 60            | 60%                | 70%                |
| Plumbing Inspector             | Codebooks 1, 2, 4, 6, 8          | 2 hrs         | 60            | 60%                | 70%                |
| Heating & Cooling Inspector    | Codebooks 1, 2, 3, 6             | 2 hrs         | 60            | 60%                | 70%                |
| Construction Inspector         | Codebooks 1, 2, 6, 7, 8          | 2 hrs         | 60            | 60%                | 70%                |